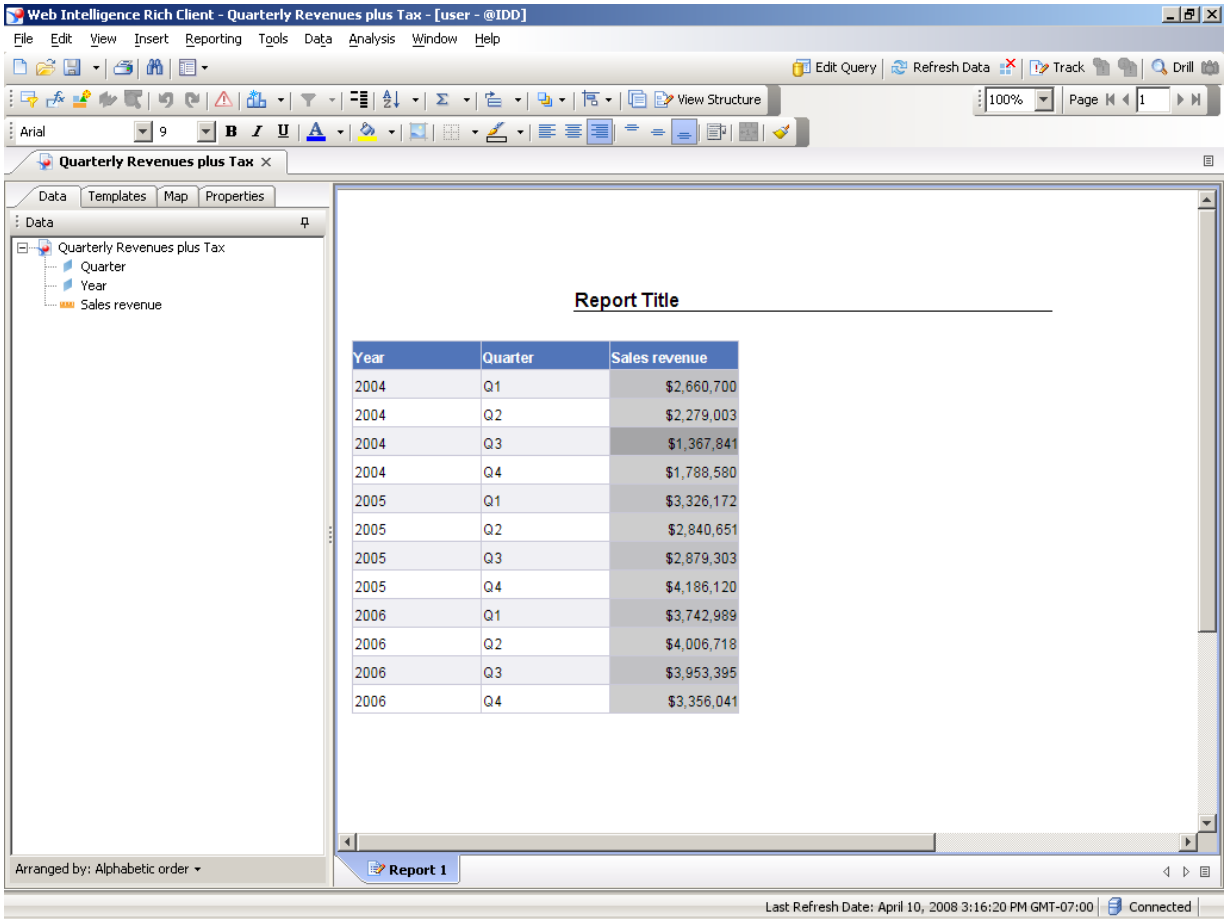
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client



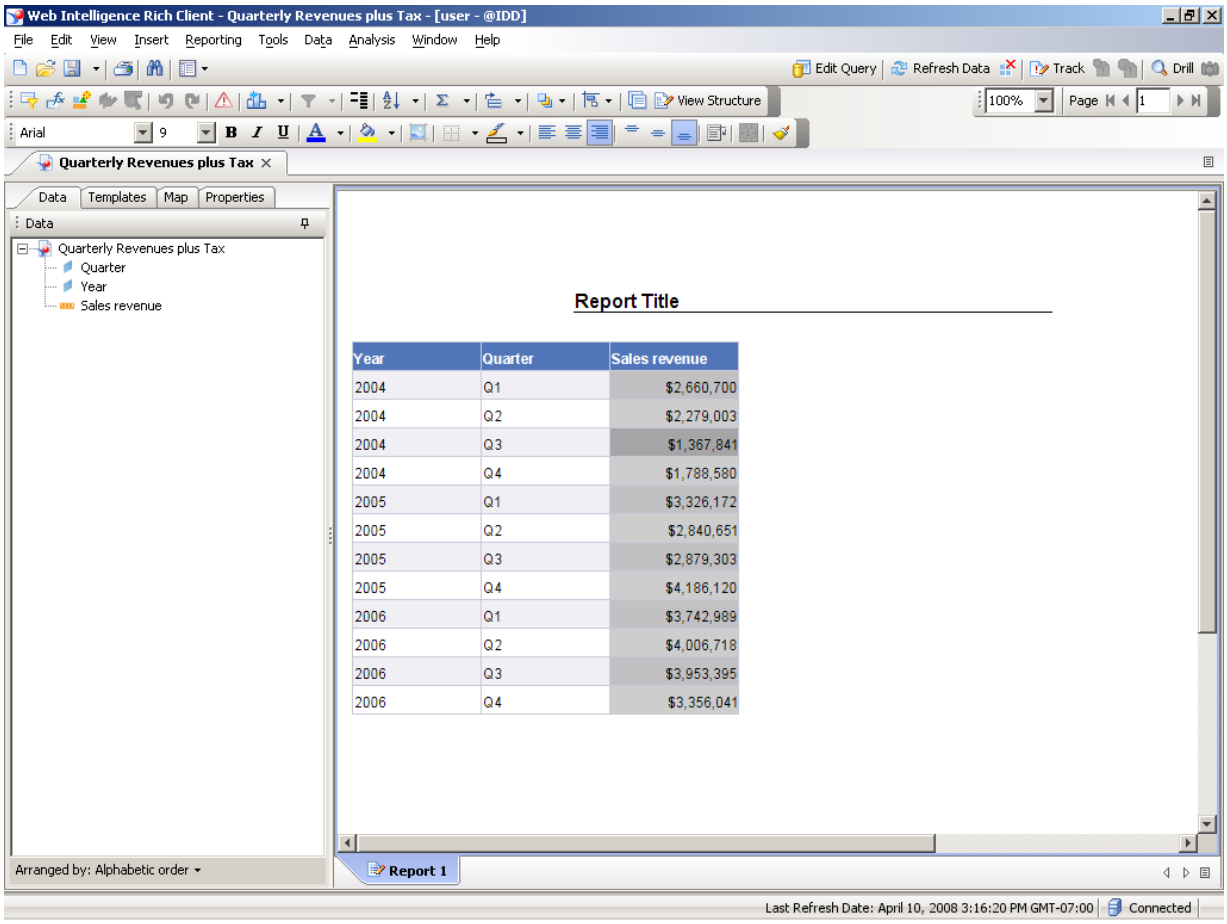
2. Click an entry in the **Sales revenue column**.

In this lesson, you want to calculate the sales tax per quarter and display the results in the report.

There is no object in the eFashion universe that receives sales tax data so you are going to create a formula to calculate that data for you.

You will save the formula as a variable and use the variable to project the data in the table.

Web Intelligence Rich Client



3. Click **Insert**  .
4. Click **Insert column to the right**.
5. Click the **new column header**.

This is the column where you will project the sales tax data, once the formula is created.

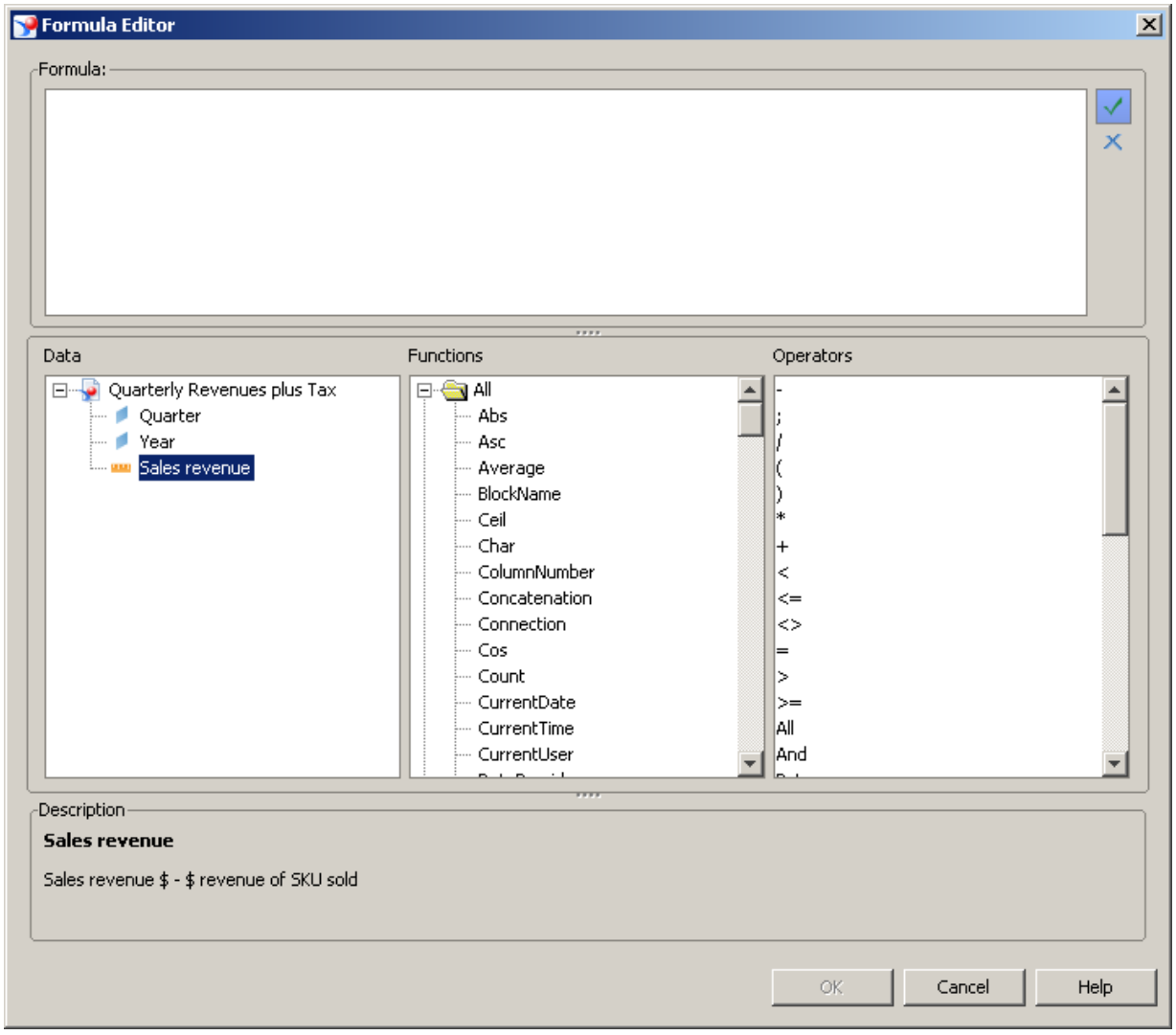
Now you are going to give the column header a name.

6. Click the **Properties** tab.
7. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** Tax

8. Click an entry in the **Tax column**.
9. Click the **Show/Hide Formula Toolbar**.  .
10. Click **Formula Editor**  .

Formula Editor

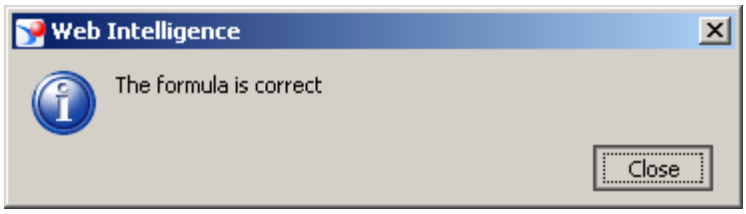


11. Double-click **Sales revenue**.
12. Double-click *****.
13. Click after the **Formula**.
14. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** 0.175

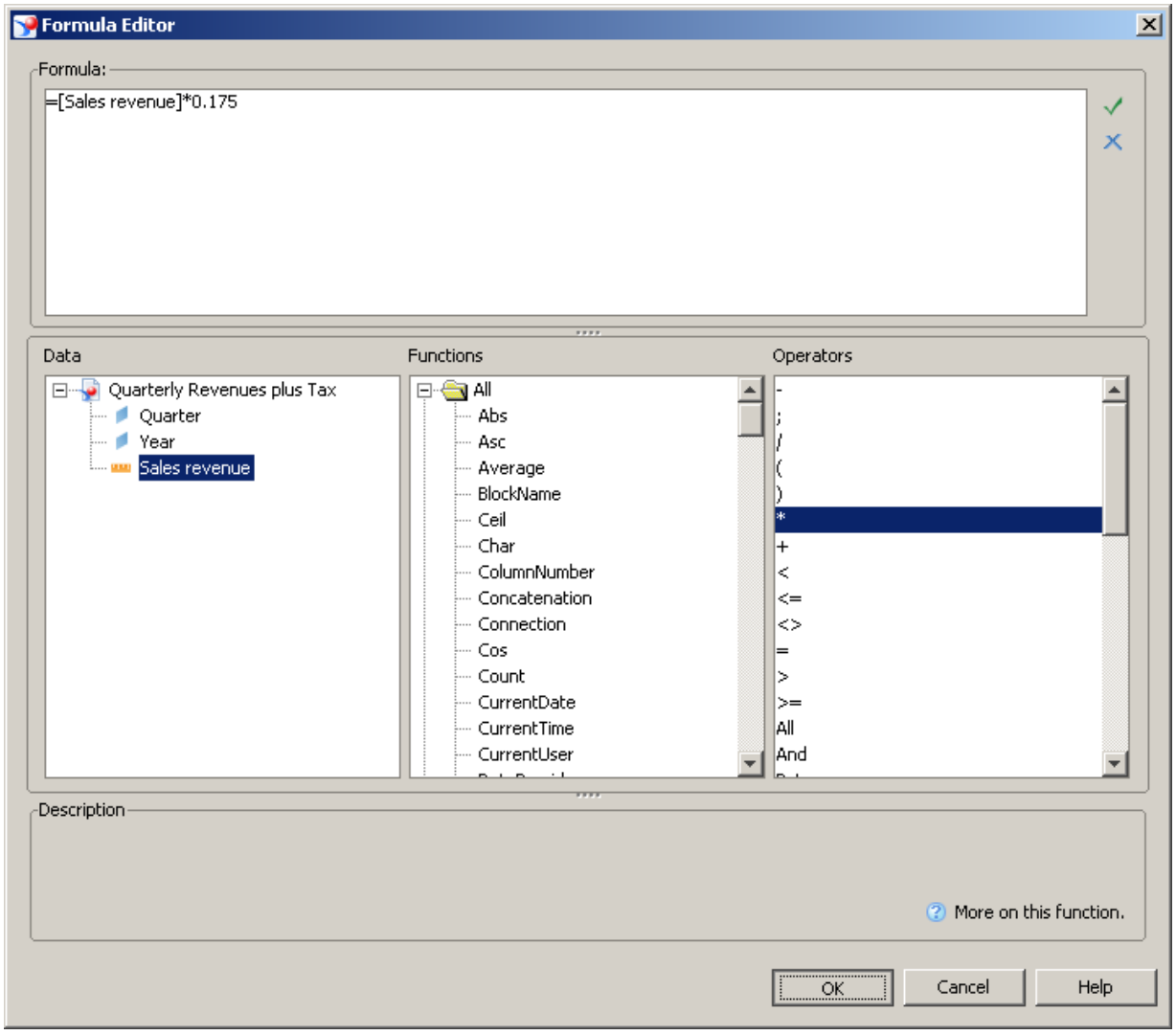
15. Click **Verify**.

Web Intelligence



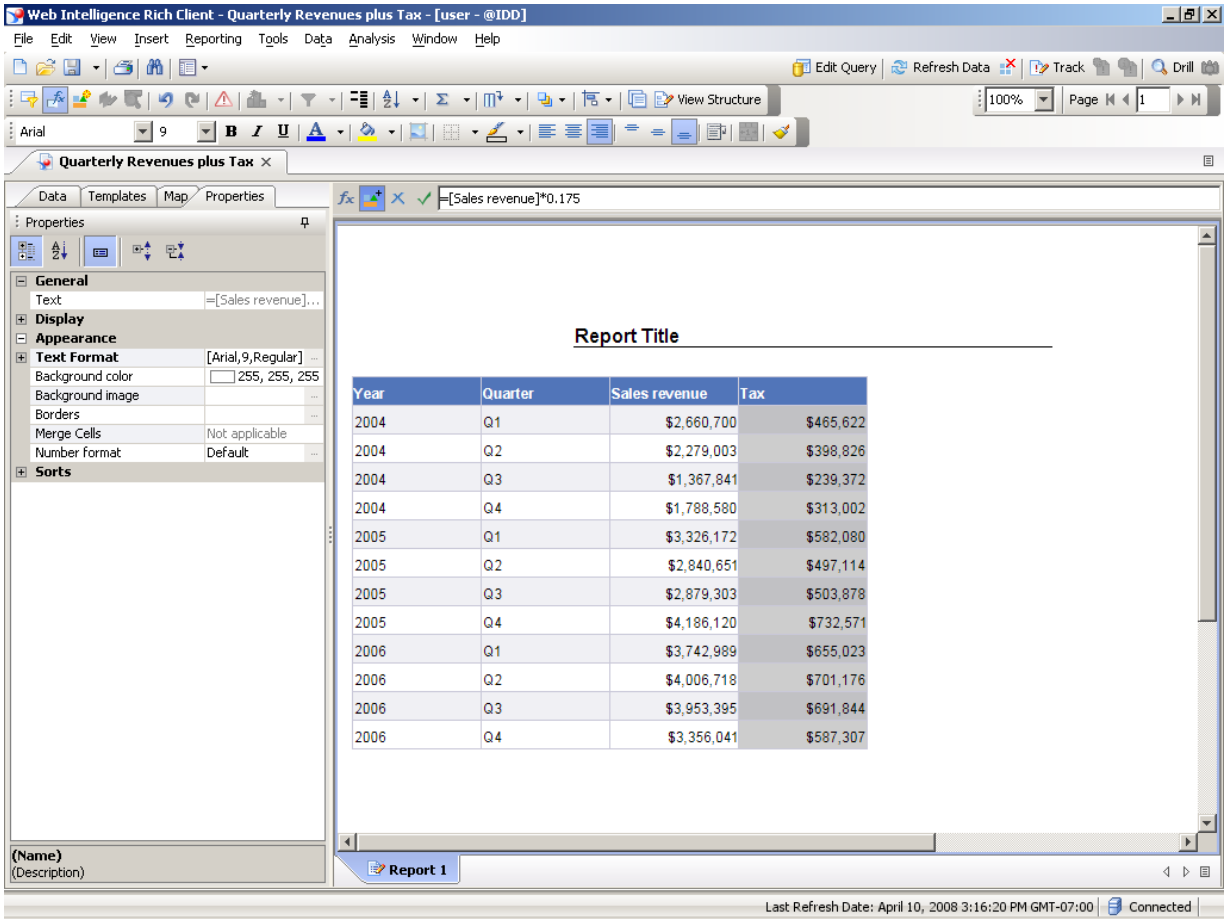
16. Click **Close**.

Formula Editor



17. Click **OK**.

Web Intelligence Rich Client

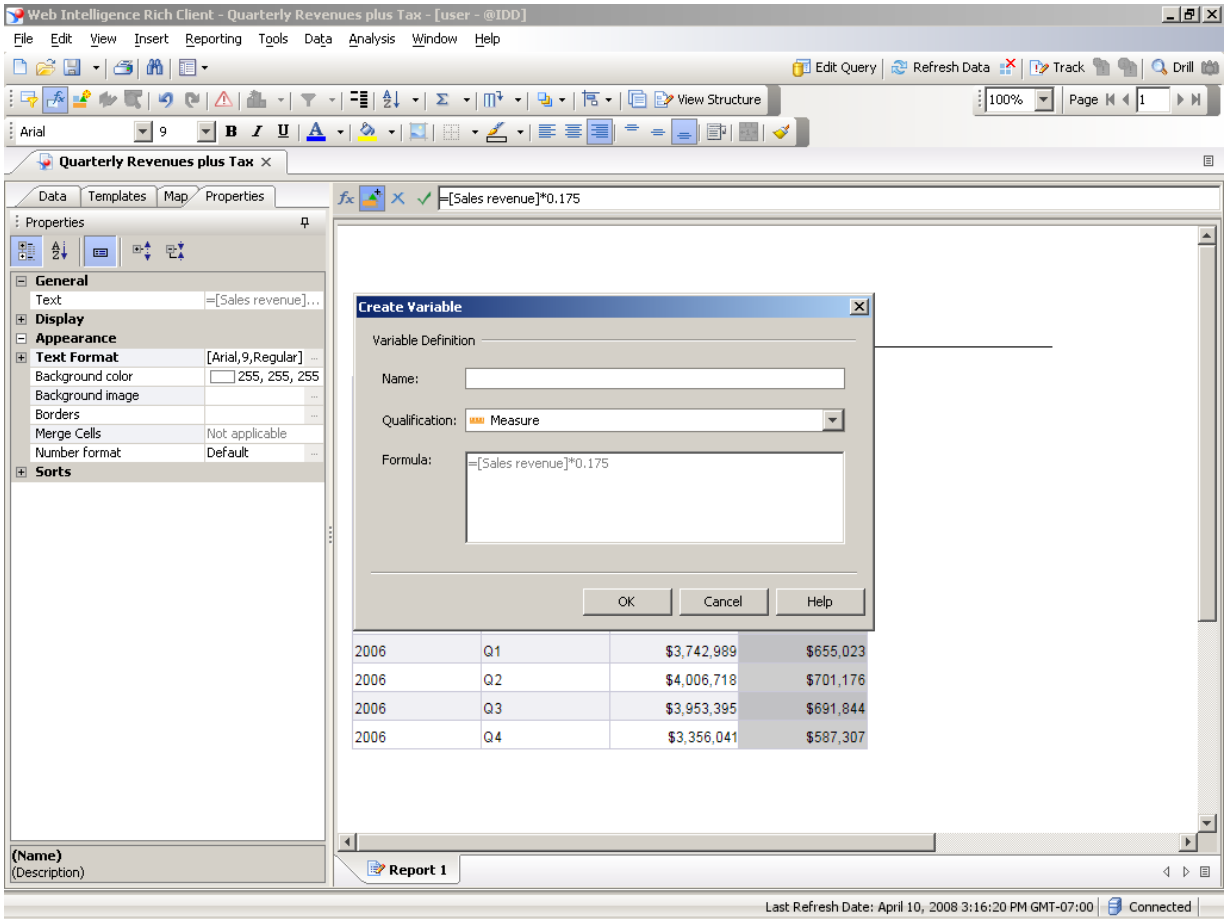


18. Click **Create Variable**.

Because you highlighted the Tax column before opening the Formula Editor, the results of the formula's calculation are automatically displayed in the selected column.

Now you want to save this formula as a variable, so that you can use it other blocks and other reports in the document.

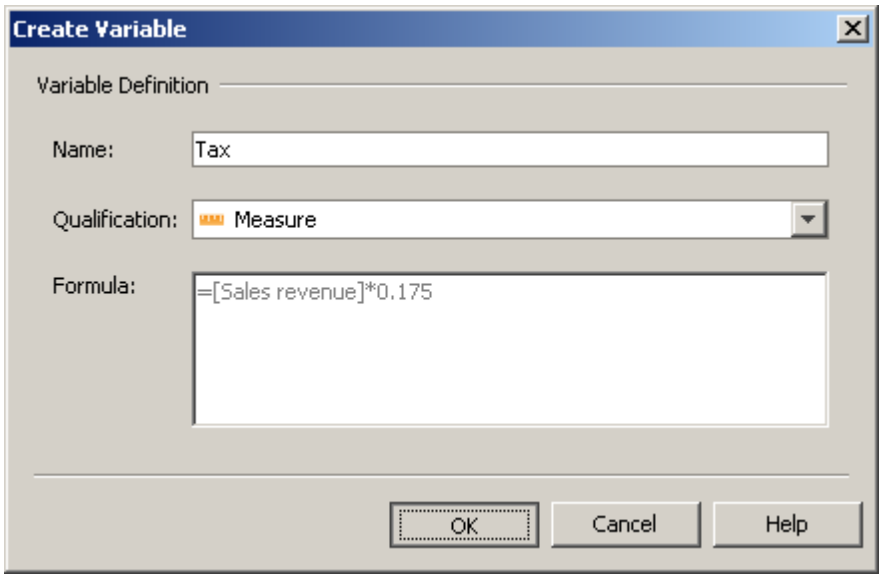
Create Variable



19. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** Tax

Create Variable



20. Click **OK**.

Sales tax is numeric data, and each time the document is refreshed, the data will be calculated based on numeric data stored in the database.